

**New Jersey Department of Health and Senior Services**  
**INSTRUCTIONS FOR PREPARING THE REPORT OF GRANT EXPENDITURES (FS-20A)**

*The Report of Grant Expenditures must be submitted to the New Jersey Department of Health and Senior Services Granting Agency no later than ten (10) working days immediately following the end of each reporting period. Please refer to Attachment A of the Grant Award and to the Terms and Conditions for Administration of Grants (Manual) for additional general instructions for the use of this form.*

**Reporting Agency and Address**

Enter the name and complete mailing address, including the zip code.

**Grant Title**

Enter the title of the Grant Award. Refer to item 4 of the Notice of Grant Award Document (GAD).

**Grant Number**

See item 3 of the GAD.

**Grantee Account/Fund Number**

Enter your account number, fund number or other identifying numbers which have been assigned to this grant.

**New Jersey Department of Health and Senior Services Account Number**

Enter the account number or numbers which appear in the Notice of Grant Award Document.

**Reporting Period**

Enter the month, day and year of the beginning and ending dates of the period for which this report is prepared.

**Budget Period**

Refer to the Notice of Grant Award Document, item 7, or the latest Approved Notice of Grant Modification for this information. The Budget Period is the period of time for which a project is funded.

**Basis of Report**

Mark the appropriate box. Refer to Subpart R, Section 18.3 of the Manual.

For reports prepared on a cash basis, expenditures are the sum of actual cash disbursements for goods and services and the amount of cash advances/and payments made to subgrantees and contractors.

For reports prepared on the accrual basis, expenditures are the sum of actual cash disbursements and the net increase (or decrease) in the amounts owed by the grantee for goods and other

property received and for services performed by employees, contractors and other payers.

**Report Number**

Reports should be numbered consecutively within the budget period.

**Revision of Report Number**

Complete this section only if a revised report of grant expenditures is being submitted.

**Final**

Mark this box if the final report of grant expenditures is being submitted. Final reports are due no later than sixty days after the completion of budget period. All Cash balances shall be returned to the New Jersey Department of Health and Senior Services within ten days after submission of this final report.

**Budget Categories and Approved Budget**

The budget categories have been pre-printed. The Approved Budget amounts should be taken from Attachment B of the GAD. Do not reflect changes to budgeted funds that are requested and have not been approved by the New Jersey Department of Health and Senior Services.

**Period Expenditures – Whole Dollars**

Enter the expenditures by budget category which relates to the reporting period. If program income funds have been approved to be expended during the grant period, the expenditure of those funds should be included with grant funds.

**Cumulative Expenditures – Whole Dollars**

Enter the cumulative expenditures by budget category from the beginning of the budget period to the end of the budget period. These figures should be computed by adding the current reporting period expenditures to the prior cumulative expenditures.

**Total Direct Cost**

The total of all budget categories should be entered here. If program income funds have been approved

to be expended in the budget during this grant period, they should be reported as expenditures and included in this total.

**Indirect Cost**

Apply the approved rate to the appropriate base. All indirect cost rates must be approved in the Grant prior to claiming this cost on the Report of the Grant Expenditures.

**Total Cost**

Total Direct Cost plus applied indirect cost is the total cost.

**Less: Program Income**

If expenditures of program income funds are reported in the budget categories, the amount program income funds received during the reporting period should be deducted from total direct cost. Program income should be reported on the cash basis, i.e. when funds have been received. Please refer to Subpart K of the manual for definitions and application of program income.

**Net: Total Direct Cost**

Total cost less applied program income is the net total cost.

**Status of Funds**

Please complete this section if your grant has been funded under the Advanced Payment Schedule Method. Indicate total cash received to date less the total cash disbursed to date to calculate the actual cash balance as of the end of the reporting period. This section will be used by the Grants Management Officer to monitor cash versus expenditures and if necessary, to adjust future scheduled advance payments.

**Certification**

Complete the certification before submitting the report to the Grants Management Officer.